



# USAG – FS/HAAF Safety Gram

Sustaining, Supporting, and Defending Safety Excellence



SG #14-06

September Safety info

01 Sep 14

## Watch out for these hazards in your workplace!

### Trips

Keep work areas neat and store boxes away from common walkways. Floors need to be kept clean and dry at all times.



### Falls

To prevent falls, use a sturdy ladder when reaching for objects stored at height. Make sure you hold the ladder firmly when you use it and always maintain a three-point contact (hands and feet) with the ladder.



### Struck by objects

Improperly stored boxes can injure you or your staff. Store boxes on a stable shelves and do not overload them. Store heavy boxes at the bottom of shelves and cabinets.

## Your responsibilities

### CONDUCT RISK MANAGEMENT

You must manage risk at the director level. See an example of risk management below:

#### Step 1: Identify hazards.

Boxes that are not stored properly can cause your employees to trip or fall.

#### Step 2: Evaluate the risk.

If boxes are store along common walkways, your staff might trip over them



#### Step 3: Control the risk

Store boxes in cabinets or shelves to keep them out of the way.

### REPORT WORK INCIDENTS

If a work incident happens in your workplace report it to your supervisor and the Installation Safety Office.

FSGA: 767-4858/6541/8442

HAAF: 315-4901/5181